

**2003-04 SCHOOL CALENDAR**

District: \_\_\_\_\_

Part I    ☒ Traditional Calendar    ☒ Year-round Calendar

JULY 2003					
M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

AUGUST 2003					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

SEPTEMBER 2003					
M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30				

OCTOBER 2003					
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

NOVEMBER 2003					
M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

DECEMBER 2003					
M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

JANUARY 2004					
M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

FEBRUARY 2004					
M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28

MARCH 2004					
M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

APRIL 2004					
M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

MAY 2004					
M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

JUNE 2004					
M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30			

**2003-04 SCHOOL CALENDAR**

District: \_\_\_\_\_

**Part II**

This certifies that the 2003-04 school calendar adopted by the local board of education is in compliance with KRS 158.060, 158.070, and 702 KAR 7:125, and meets all instructional time requirements.

A master schedule, showing instructional/non-instructional time, for each school has been approved by the local Board of Education and will be retained in the central office.

List below any dates of planned shortened school days, if any.

Board Order # \_\_\_\_\_

Date: \_\_\_\_\_

KDE Use:

\_\_\_\_\_  
Manager, Attendance and Data Collection\_\_\_\_\_  
Date

# GUIDELINES FOR DEVELOPING THE SCHOOL CALENDAR

## PART I

Indicate whether a **Traditional** or **Year-Round** calendar.

Indicate the school month in the upper left corner of the first day of each school month. Twenty (20) school days or days in which teachers are actually employed in the school room constitutes a school month (KRS 158.060).

Dates that have been designated for instruction are left unmarked. The minimum instructional term includes at least one hundred seventy-five (175) six (6) hour instructional days or it's equivalent (1,050 hours) over the school year as approved by the local board of education.

Indicate dates that have been designated **Holidays** in accordance with KRS 158.070(3) with an "**H**". A maximum of four (4) days of the minimum school term may be designated as holidays. If the local board of education does not dismiss school for permissible holidays, the number of days of actual classroom instruction must be increased accordingly.

**Martin Luther King Day** must either be an "**X**" day or an "**H**" for one of the four (4) holidays.

Indicate dates that have been designated for **Professional Development** in accordance with KRS 158.070(3)(8) with a "**P**".

Indicate **Opening** and **Closing** dates (activity planning) in accordance with KRS 158.070(3) with an "**O**" and "**C**" respectively. Opening day must occur prior to the first instructional day and closing date must occur after completion of the instructional term (702 KAR 7:125).

The number of professional development, opening and closing (activity planning) and holidays in the minimum 185 day school term are as follows:

Professional Development	[KRS 158.070(3)]	4 days
Opening/Closing (Activity Panning)	[KRS 158.070(3)]	2 days
Holidays	[KRS 158.070(3)]	<u>4 days</u>
		10 days

Please be reminded that the minimum school term is one hundred eighty-five (185) days. If the master schedules approved by the local board of education provides 1,050 hours of instruction in 170 days, the district must provide five (5) additional Professional Development or Planning days for teachers. In this case, indicate additional **Professional Development** with a "P" as you would other professional development days. If these days are additional **Planning Days**, indicate them with a "**G**".

Schools must be closed for a regular (November) election unless there is no election scheduled in your district

Indicate dates that have been designated for the **make-up** of instructional time missed due to emergency in accordance with 702 KAR 7:125 with a **red "M"**. The number of days indicated must be equal to the greatest number of days missed over the past five (5) years.

If scheduled professional development days, holidays, opening and closing days are planned to be used as **make-up days**, these days must be built back into the school calendar and indicated with a **red "P"**, "H", "O" or "C" respectively.

## **PART II**

Shortened school days as approved by your local board of education should be noted in this part of the calendar form. The school day may not be shortened after the calendar has been approved except for emergency reasons (702 KAR 7:125).

The board order number and date must be included on this part of the calendar form after approval. Calendars will not be accepted without this information.

SEEK funding will be adjusted proportionately for any district that does not provide the minimum 1,050 hours of instruction.

**NOTE:** You must complete a calendar for each school in your district that has different days of instruction from other schools. If all your schools have the same calendar then you only need to submit one (1) calendar for your district.